

Host Family Coordinator

Renascencia Hall, LLC, a global education organization, is seeking a **Host Family Coordinator** to join our team in Newark, Delaware.

Responsibilities:

- Recruit host families to provide housing, food and transportation for international high school and middle school students
- Screen and interview potential host families and conduct reference interviews
- Administer agreements and paperwork
- Work with Student Coordinator to match students with host families
- Plan and coordinate host family orientation program
- Initiate monthly student performance report from host parents
- Facilitate activities, events and trips for host families and students
- Provide frequent contact and guidance to host families, including periodic in-home visits
- Facilitate communication between partner schools and host families

Requirements:

- Bachelor's degree or equivalent experience
- Experience in child education, guidance or social work preferred
- Excellent interpersonal and communication skills
- Outstanding organizational skills and attention to detail
- Proficient in MS Office
- Valid driver license, reliable vehicle and auto insurance
- Flexible availability

We offer competitive salary and bonuses. Please send cover letter (required) and resume to info@renashall.com. Background check and references will be requested after successful initial interview.